accounting . o

OGC HAS REVIEWED.

12 January 1936

HEMBERANDEN FOR: Deputy Director (Support)

25X1A9a

ATTENTION:

SIBJECT:

Requirements and Authority for Bonding of Personnel

1. The law regains the bonding of Certifying Officers (31 U.S.C. &c.) Disbursing Officers (5 U.S.C. &c.) and "Special Agents . . . charged with the distursment of public monies."

(31 U.S.C. &c.) The extent of this last entegory is not entirely clear; however, since the approval of bonds under this statute is vested in the head of the department or agency ecscerned, wide latitude exists for its interpretation and application.

25X1A9a

- 2. We have been adriced by the control of the Office of the Comptroller, by a memorandum dated 16 December 1955, that a Position Schodule totaling 191 positions, prepared by the Office of the Comptroller, covers all employees of the Office of the Comptroller, wherever located, "Vacce primary daties are those of distarning and/or certification."
- 3. We therefore conclude, as a matter of law, that completion of a Position Schodule bond covering those 191 positions will satisfy all statutory requirements for bonding except such as might be additionally imposed upon this Agency by 31 U.S.C. Wil. We understood that subsequent activity of the Special Committee appointed by you to consider bending policy and procedure will be directed at determining what, if any, additional positions or persons in the Agency gost be bonded under that statute, and which may be bonded under the authority of that statute if it is considered desirable to bond them as a matter of Agency policy.

FOIAb5

Without subjecting corselves to the restrictions of the new legislation, or regulations issued thereasder, we nevertheless obtain benefits from Treasury's new willingness to moment Position Scientials bonds.

5. The Position Schedule band offers two edvantages. First, it results in a lower pressum. Second, and of particular importance to the Agency, it becomes unmedicately to make or

locate any individual covered values and until such time as a claim may be made.

6. If the Position Schedule bond, for which informal bide are now being solicited from four surety companies, is contracted for with one of those companies, and if, subsequently, the Agency decides to bond additional positions, such extension may be accomplished through endorsement of the original bond and the payment of additional premium, without the necessity for renegotiation.

25X1A9a

Assistant Correct Coursel

OGC:RPB:mz Distribution:

Orig. & 1 - Addressee

1 - Subject

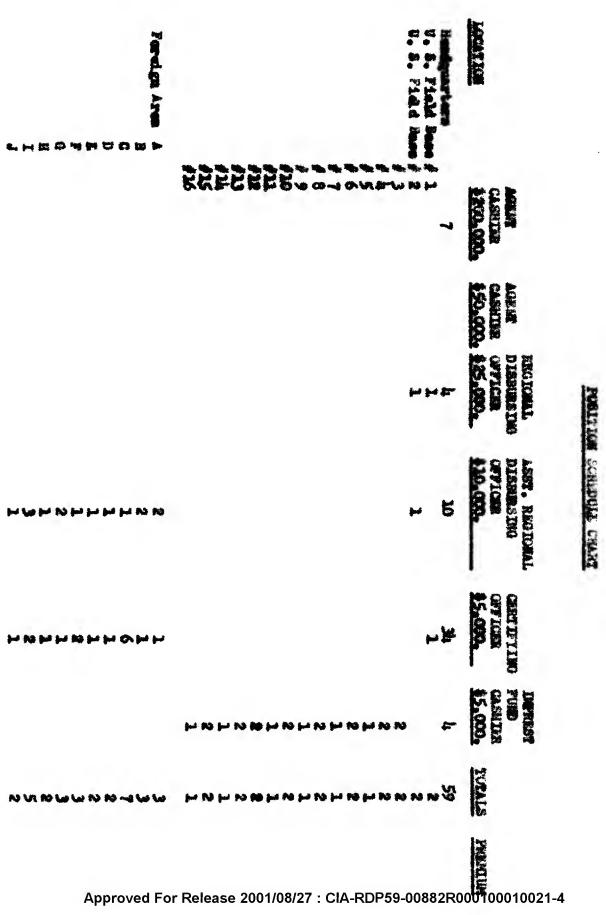
1 - Signer

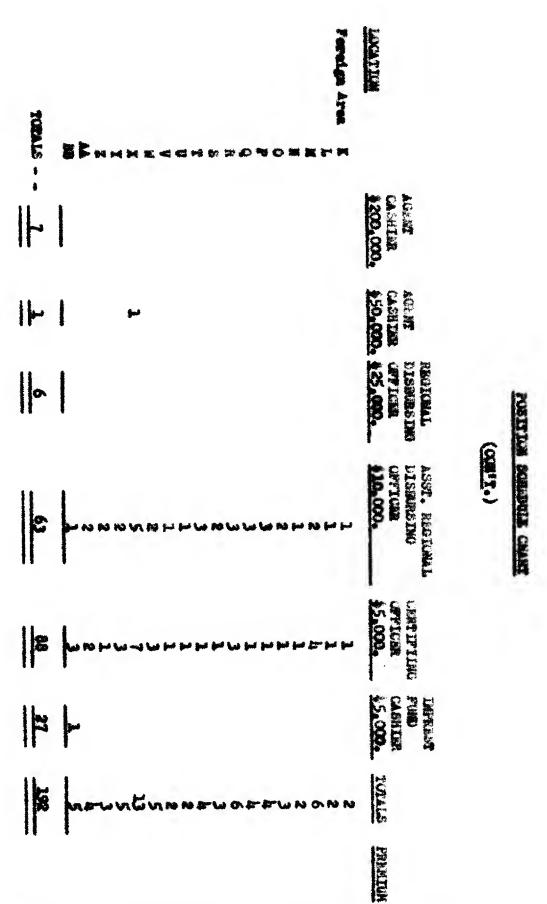
1 - OGC Chrono

POSITION SCHEDULE CHARTS

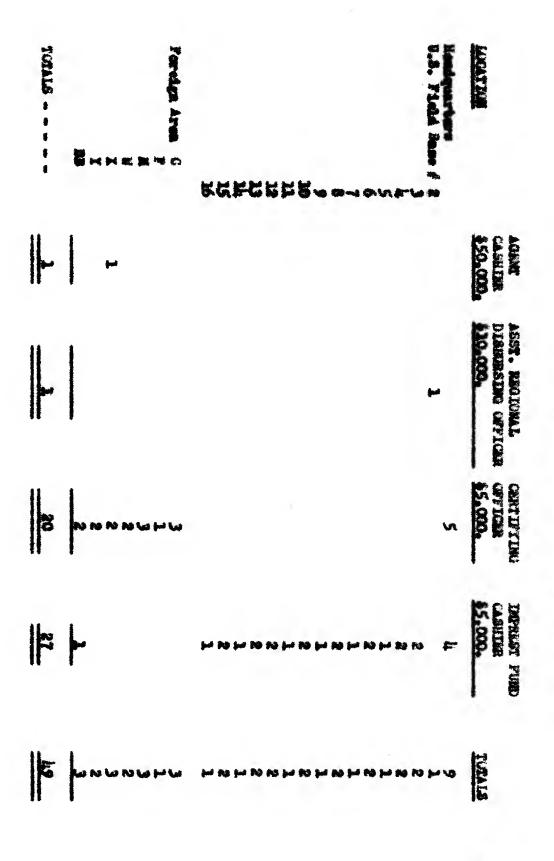
(Attachments and/or information pertaining to proposed Position Scheduls Bond)

- Ghart showing symbol for each geographic location (employees heretofore bonded by both Fiscal and Finance Divisions)
- 2. As above (bonded by Fiscal Division only)
- 3. As above (bonded by Finance Division only)
- h. Chart showing only "Washington, D. C.", "Field, U. S.", or Field, Foreign" as geographic location (employees heretofore bended by both Fiscal and Finance Divisions)
- 5. As above (bended by Fiscal Division only)
- 6. As above (bonded by Finance Division only)
- Description of duties and functions of employees to be bonded (for attachment to whichever chart or charts is adopted)
- 8. Locations of offices shown in 1, 2, and 3 (NOT for presentation to bonding company)

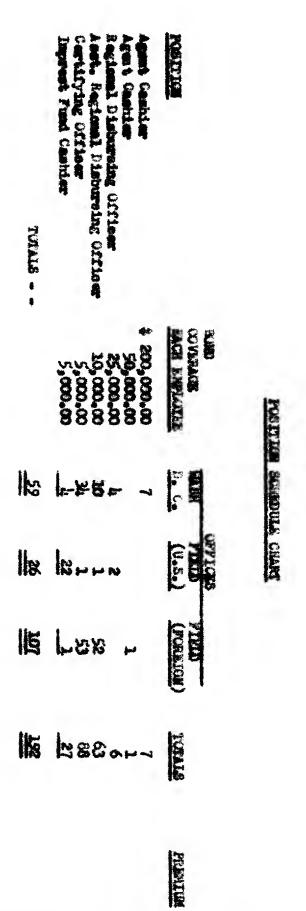


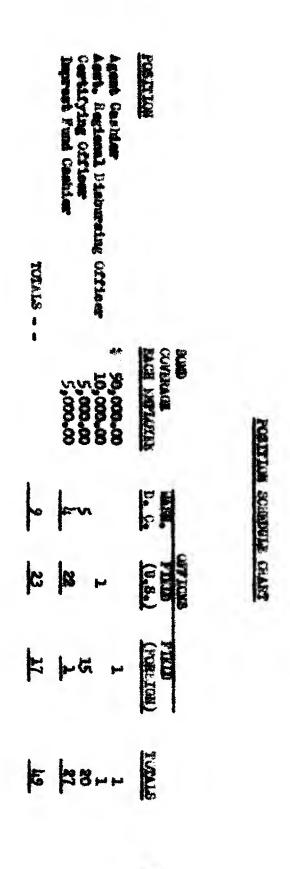


Approved For Release 2001/08/27: CIA-RDP59-00882R000100010021-4



t/





Approved For Release 2001/08/27 : CIA-RDP59-00882R000100010021-4

6

- 1. Agent Cashiers. Employees of the Central Intelligence Agency, designated in writing by the Secretary of the Treasury or by his designee, to receive and disburse monies of the Central Intelligence Agency in accordance with law and regulations.
- 2. Regional Disbursing Officers. Employees of the Central Intelligence Agency, designated by the Director of Central Intelligence or his designee, to disburse monies in accordance with law and regulations and to perform such other duties and delegate such authority as may be required in order to effect the faithful performance of the duties of the position.
- 3. Imprest Fund Cashiera. Employees of the Central Intelligence Agency, designated by the Director of Central Intelligence or his designee, for the purpose of making immediate cash payments of comparatively small amounts to cover authorized purchases.
- 4. Certifying Officers. Employees of the Central Intelligence Agency, designated in writing by the Director of Central Intelligence or his designee, to act in the capacity of suthorized certifying officer for the purpose of certifying vouchers for payment by employees authorized to disburse monies. Certifying Officers are responsible for the correctness and legality of the payment under the appropriation of fund involved, and correctness of the computation therein.

DESCRIPTIONS OF DUTIES AND FUNCTIONS OF EXPLOYERS TO BE BONDED

Agent Cashings:

Ampleyees designated to receive and disburge the efficial funds of the Agency. They are appointed by the Secretary of the Treasury, the also establishes the maximum advence believe which may be maintained by each Agent Cambier.

Regional Disbursing Offices

Employees essignates by the Comptroller to disbures benies in accordance with laws and regulations.

Certifying Officeres

Replayers leving primary responsibility for emburing that official funds are disbursed and expended in accordance with the technical phlicies and precedures prescribed in Agency regulations.

Impress Paril Challeres

Sustedians of official funds advanced for the purpose of providing for payment of items of expense of an extreordinary or emergency mature.